

KEY ACTIVITY IMPLEMENTATION MILESTONES

Tasks/Activities	Responsible Completion Official(s)	Date
1. OST DATA CLEAN UP	Doug Lords, OST	
A. Establish Project Charter	Completed	11/30/96
B. Organize Project and Temporary Staff to Conduct Records Clean Up Pilot	Completed	12/31/96
C. Select and Clean Up a Test Agency (Flathead Agency, Portland Area)	Completed	03/31/97
D. Select Additional Test Site and Clean Up Records (Albuquerque Area)	Completed	06/30/97
E. Develop and Refine Clean Up Processes	Completed	06/30/97
F. Acquire Contractor to Perform Clean Up of Financial Records in 18 Months	Completed	08/27/97
G. Select Pilot Site - BIA's Phoenix Area	Completed	11/13/97
H. Task Contractor for- Methods Study, Planning, & Production Gear-up	Completed	09/30/97
I. Task Contractor to Initiate, Conduct and Complete Clean Up	Completed	01/05/98
J. Gather Phoenix's Trust Records Centrally in Albuquerque	Completed	02/03/98
K. Finish Clean Up of Phoenix Area Financial Trust Records	Completed	03/29/98
L. Continue Gathering IIM File Jackets and Trust Records from Other Areas		On-going
M. Oversight Contractor's Efforts and Report on Progress		On-going
N. Complete IIM File Jacket Clean Up		06/30/99
O. Organize and Initiate Follow-on Clean Up Efforts		On-going
2. BIA DATA CLEAN UP	Mona Infield & Stuart Ott, BIA	
A. Assign BIA Data Administrator and Data Administration Team	Completed	07/31/98
B. Identify Data Elements, Standards, & Metrics & Ownership Issues		10/31/98
C. Perform Data Quality Analysis		12/31/98
D. Develop Data Clean Up Strategy, Policies and Procedures		01/31/99
E. Train on Data Clean Up and Data Quality Policies and Procedures		01/31/99
F. Perform Pre-Deployment Data Clean Up in Current Systems		05/31/99
G. TAAMS Replacement Post-Deployment Clean Up		06/30/00

3. BIA PROBATE BACKLOG

Rosemary Knoki, BIA

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| A. | Inventory Pending Probates | 07/31/98 |
| B. | Develop Probate Database | 12/31/98 |
| C. | Prioritize and Implement Estate Backlog Reduction Effort | 10/31/98 |
| D. | Request Probate Funding to Reduce Backlog | 01/31/99 |

4. OHA PROBATE CASELOAD

Robert Baum, OHA

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| A. | Analyze Existing OHA Caseload | 01/31/99 |
| B. | Coordinate with BIA to Develop Probate Estimates and Time frames | On going |
| C. | Determine Most Effective Use of Resources | On-going |
| D. | Initiate Processes to Prevent Lengthy Probate Decision Delays | 03/31/99 |
| E. | Establish Monitoring and Tracking System For DOI Probate Case Loads | 09/30/98 |

5. BIA APPRAISAL PROGRAM

Larry Scrivner, BIA

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|----|---|----------|
| A. | Determine and Ensure Certification Qualifications of BIA Appraisers | On-going |
| B. | Development of a Real Estate Appraisal Handbook | 09/30/98 |
| C. | Develop and Maintain Database for Tracking Appraisals | 07/31/98 |
| D. | Evaluate and Survey Fair Market Value Appraisal Requirements | 11/30/98 |
| E. | Hire Bureau-wide Chief Appraiser | 09/30/99 |
| F. | Increase Funding for Appraisal Program to Address Backlog | 09/30/00 |

6. TRUST FUNDS ACCOUNTING SYSTEM

Dianne Moran, OST

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| A. | Obtain DOI and CIO Approval for the System and Approach | Completed 11/23/97 |
| B. | Develop and Submit a RFP and Statement of Work | Completed 12/30/97 |
| C. | Select Pilot Site from Among BIA Area Offices | Completed 11/13/97 |
| D. | Publish RFP's for TFAS | Completed 01/05/98 |
| E. | Receive and Evaluate Proposals | Completed 03/26/98 |
| F. | Award TFAS Contract | Completed 03/26/98 |
| G. | Complete OST Data Clean Up for Phoenix Area | Completed 03/29/98 |
| H. | Select and Train Conversion/Implementation Team | Completed 04/20/98 |
| I. | Acquire External Consulting Services to Assist in Implementation | On Hold 05/31/98 |
| J. | Develop and Implement Conversion Strategy | Completed 06/23/98 |
| K. | Train Support and User Personnel | 08/31/98 |
| L. | Reconcile and Convert Data | 08/31/98 |
| M. | Acquire and Distribute End User Work Stations to Field | 08/31/98 |
| N. | Initiate and Pilot New Trust Funds Accounting System (BIA's Phoenix Area) | 08/31/98 |
| O. | Convert Tribal Accounts and IIM Pool to New Trust Funds Accounting System | 02/28/99 |
| P. | Complete Data Clean Up for Remaining Conversion Sites | 06/30/99 |
| Q. | Following Successful Pilot, Roll TFAS Out to Remaining OTFM and BIA Sites | 12/31/99 |

7. TAAMS SYSTEM

Charissa Smith, DOI

A.	Select Pilot Site	Completed	11/13/97
B.	Acquire External Professional Consulting Services	Completed	03/31/98
C.	Assemble Senior BIA and OST Team to Develop Requirements	Completed	04/24/98
D.	Organize Joint Technical Team to Develop Detailed Specifications & RFI		08/31/98
E.	Obtain DOI Approval (TIA/IRMC) for System and Approach		08/31/98
F.	Prepare and Publish RFI for COTS Systems	Completed	06/19/98
G.	Develop RFP Using Joint BIA/OST Technical Team and Systems Consultant		08/31/98
H.	Award Contract to Successful Proposer		10/31/98
I.	Select and Train Joint Conversion/Implementation Team		11/30/98
J.	Develop and Implement Conversion Strategy in Coordination with Contractor		05/31/99
K.	Develop and Implement Pilot Test Protocols to Determine Success		05/31/99
L.	Complete Re-Implementation Data Clean up of Billings Area		05/31/99
M.	Acquire and Distribute End User Work Stations to Field		05/31/99
N.	Complete Training of Support and User Personnel		05/31/99
O.	Initiate and Pilot TAAMS at BIA's Billings Area Office		06/30/99
P.	Perform and Complete Valuation of Pilot Test Protocols		08/31/99
Q.	Commence and Complete Roll-Out of TAAMS at Rate of 1 BIA Area per Month		09/30/00

8. LRIS ENHANCEMENTS

Charissa Smith, DOI

A.	Develop LRIS Requirements and Detailed Plan		08/31/98
B.	Obtain DOI Approval (TIA/IRMC) for System and Approach		08/31/98
C.	Obtain Off-the-Shelf Systems and/or Contractor Support		10/31/98
D.	Develop LRIS Initial Core Capability		06/30/99
E.	Plan BIA Infrastructure Upgrades to Support LRIS		04/30/99
F.	Deploy Infrastructure Upgrades		05/31/99
G.	Develop LRIS Training		05/31/99
H.	Develop Conversion Utilities		05/31/99
I.	Complete Data Conversion and Reconcile/Convert Data		06/30/99
J.	Initiate and Pilot LRIS at BIA's Billings Area		10/31/99
K.	Commence and Complete Rollout of LRIS at Rate of 1 BIA Area Per Month		10/31/00
L.	Develop LRIS Increment 2 Project Plan		01/31/00
M.	Develop LRIS Increment 2		09/30/00

9. MMS SYSTEM REENGINEERING

Milton Dial, MMS

A.	Initiate Program-Wide Reengineering With Full-Time Design Team	Completed	04/30/97
B.	Identify Processes for Business Process Review	Completed	05/31/97
C.	Benchmark the Processes		On-going
D.	Map Processes	Completed	07/11/97
E.	Obtain Customer/Constituency Input		On-going
F.	Complete Preliminary Design Document/Decision to Proceed	Completed	03/31/98
G.	Complete Prototyping and Pilot Testing		09/30/98
H.	Design Documents and Implementation Plans		09/30/98

I.	Initiate Design of New Automated Support Systems	07/31/99
J.	Implement New Systems and Organizational Structures -- compliance	09/30/00
	-- financial management	09/30/01
10.	RECORDS MANAGEMENT	Joint Working Group, DOI
A.	Establish OST/BIA Working Group to Coordinate Joint Records Solution	Completed 02/11/98
B.	Transfer Control Over Trust Financial Records from BIA to OST	Completed 03/05/98
C.	Prepare Financial and Work Plans for OST and BIA Records Operations	Completed 06/30/98
D.	Develop Joint Procedures for Records Access	Completed 06/09/98
E.	Develop Agreement Between OST and BIA on Records Operations	Completed 06/09/98
F.	Prepare Plan to Comply with Electronic Records Regulations	04/30/99
G.	Prepare/Gain Approval of Records Imaging Technology	Completed 06/30/98
H.	Develop Respective Records Control Schedules	09/30/98
I.	Develop Agreed Upon Approach to Indian Trust Records Management	12/31/98
J.	Commence Records Imaging Efforts	Completed 06/30/98
K.	Prepare Analysis of Records Storage Requirements	01/31/99
L.	Develop Training Plans, Schedules, Manuals and Training Aids	01/31/99
M.	Develop/Update Policies and Procedures with MMS, BLM, and DOI	06/30/99
N.	Conduct Training of Records Staff and Trust-Related Program Personnel	06/30/99
O.	Develop Contingency Plans for Potential Hazardous Impacts to Records	06/30/99
P.	Establish Evaluation Teams; Conduct Cyclic Evaluations of Records Programs	On-going
Q.	Deliver Training to Account for Staff Turnover, Cyclic Reviews, New Methods	On-going
11.	POLICY AND PROCEDURES	Dick Fitzgerald, OST
A.	Organize Inter-Bureau Committee	Completed 06/23/98
B.	Inventory Existing Policies and Procedures	08/31/98
C.	Review Existing Policies, Procedures and Delegations	12/31/98
D.	Revise Existing Policies; Develop New Policies and Procedures, Where Necessary	09/30/00
E.	Revise Existing Procedures/Delegations; Establish New Procedures	09/30/00
F.	Publish Appropriate Trust Policy, Procedures, Handbooks and Manuals	09/30/00
G.	Devise Method for Future Review and Changes	09/30/00
12.	TRAINING	Dianne Moran, OST
A.	Schedule and Deliver Training for 105 Personnel by TFAS Contractor	07/31/98
B.	Acquire External Professional Services of Training Contractor	08/31/98
C.	Obtain Training Information from Trust and Realty Employees	02/28/99
D.	Analyze Findings: Describe Reported Needs and Gaps	05/31/99
E.	Determine Gaps--Missing Labor Categories and Skills	05/31/99
F.	Identify Existing Courseware to Meet Skills Gap	07/31/99
G.	Develop Courseware Not Available	11/30/99
H.	Schedule and Deliver Non-Systems Training	On-going
13.	INTERNAL CONTROLS	Harriet Brown, OST
A.	Develop Inventory of Internal Control Weakness	Completed 05/29/98
B.	Catalogue Internal Control Weaknesses into Analysis Framework	Completed 05/29/98
C.	Identify and Develop Remediation For Acute Internal Control Weakness	08/31/98

D.	Analyze Weaknesses to Determine Current Status - Resolved/Unresolved	09/30/98
E.	Map Weaknesses to Current Improvement Efforts	10/31/98
F.	Coordinate with Affected Bureaus/Offices to Develop Action Plans	10/31/98
G.	Develop Oversight and Follow Through Monitoring Procedures	11/30/98
H.	Establish Continuing Quality Assurance Presence to Prevent Relapses	06/30/99